

OMB Number _____
Approval Expires _____

U.S. Department of Labor/Employment and Training Administration Survey of Registered Apprenticeship Sponsors

Part I: Instructions and Introduction

Hello, is this the _____? (*Name of sponsor's organization.*)

My name is _____. I am calling from Planmatics Inc., in Rockville, Maryland. We are conducting a survey on behalf of the U.S. Department of Labor to learn what sponsors think about registered apprenticeship.

Can you direct me to _____ (*Name of contact for sponsor*) or to the person who would know most about the apprenticeship program in your organization?

Once connected with the person:

My name is _____. I am calling from Planmatics in Rockville, Maryland. We are conducting a survey on behalf of the U.S. Department of Labor to learn about sponsors views on registered apprenticeship. Your organization should have received a letter explaining the purpose of the study and encouraging you to participate. I understand you are the best person to respond to our questions about apprenticeship in your organization.

Before I go any further, I need to ask if you've had any apprentices since 2003? ____ Yes (**Got to~**) ____ No (**Go to ~~**)

~~ (**If no**) Thank you so much. Our guidelines say that there must have been an apprentice in the last two year. I'm sorry we can't include you in the survey. Thank you for your time.

~ (**If yes**) The survey is short and will take about 15 minutes of your time. Would you like to begin now?
____ Yes (**Go to* Confidentiality Statement**) ____ No

(**If no**) Would you prefer to do it at a later time? ____ No (**Go to ***) ____ Yes (**Go to*****)

* (**If no**) I am sorry you are not willing to participate in our survey. The Department of Labor really is interested in hearing your views and it will help in improving the apprenticeship system. The survey is also available online via the internet. The information you provide will be completely confidential. Can we call you back at a more convenient time or give you information on how to complete the survey online?
____ No (**Go to****) ____ Yes (**Go to*****)

** (**If no**) Thank you very much. ____ Yes (**Go to*****)

***(**If yes, telephone, ask:**) Is now a good time for you to complete the survey?
____ No (**Go to****)
____ Yes (**Go to the Confidentiality statement below**)

(If they want to reschedule the time, ask**) When would be a convenient time for us to call back?

I have your phone number as: _____ (*fill in from before*)

Is that correct, or is there a better number at which to reach you? _____

And, what is your job title? _____

Thank you for your time. We will call you on _____ *(based on response above)*.

****(If yes, online, ask)* May I have your e-mail address so that we can send you information on how to reach the Internet version of the survey?

(Read back the e-mail address to make sure it is correct.)

You will receive an email shortly directing you to the website for the survey. Please go to the website and complete the survey within 5 days. If you have difficulty accessing the website, or if you have questions about the survey, call us at: _____

May I confirm some information with you?

I have your phone number as: _____ *(fill in from before)*

Is that correct or is there a better number to at which to reach you? _____

And, what is your job title? _____

Thank you very much for your participation in the survey. We look forward to receiving your responses.

***Confidentiality Statement:** Before we begin the survey, I want you to know that your responses will be confidential. Your answers will be combined with what other respondents say and you, your company and your answers will never be identified.

Part II: Questionnaire

Section A. Background Information

1. Our records indicate that your industry is _____ *(filled in from database)*

Is that correct? ___ Yes ___ No

(If no) What industry best describes your program?

(Open-ended, to be coded. If respondent doesn't know probe by asking the following.)

- ___ Aerospace
- ___ Automotive Services
- ___ Biotechnology
- ___ Construction
- ___ Energy
- ___ Finance, Insurance, and Real Estate
- ___ Geospatial Technology
- ___ Health Services
- ___ Homeland Security
- ___ Hospitality (Hotel, Restaurants, and Lodging)
- ___ Information Technology
- ___ Retail Trade (Merchandizing only)
- ___ Transportation
- ___ Other *(Specify)** _____

2. In what occupations are your apprenticeship programs?

(Open-ended, coding should be cued into computer.)

(1)_____ (2)_____ (3)_____

3. How long has your organization been sponsoring registered apprenticeship programs?
___ less than 1 year
___ 1 to 5 years
___ 6 to 10 years
___ more than 10 years
4. How many registered apprentices do you have now? ____ **(If none, go to Q6, else go to Q7)**
5. When did you last have an apprentice? ____ **(month)** ____ **(year)**
How many apprentices did you have at that time? ____
6. Do you plan to continue your apprenticeship program for the next year?
____ Yes ____ No **(If no, please explain reasons for not continuing.)**
7. Do you have plans to expand the number of apprentices? ____ Yes ____ No
8. In the last few years, have you ever hired workers who completed apprenticeships with other companies? ____ Yes ____ No

Section B. View on Apprenticeship – Benefits, Drawbacks

9. I'd like to get a sense of what you see as the benefits of registered apprenticeship. I'm going to read you a list of potential benefits. For each benefit, tell me if you think it is very important, somewhat important, or not important to you?

	Very important 1	Somewhat important 2	Not important 3
Helps meet our demand for skilled workers			
Helps with employee recruitment and retention			
Reliably shows which workers have the skills to do the job			
Adds to productivity or high quality of services			
Saves money on workers' pay			
Good for worker morale/pride			
Leads to fewer safety problems			
Helps us meet government requirements			
Helps us meet licensing requirements			
Other (specify) _____			

10. Would you recommend to other employers that they use registered apprenticeship to train their workers in skilled occupations?

☐ Yes, strongly
☐ Yes, with reservations
☐ No
☐ Don't know

11. Now I'd like to ask you about costs or possible drawbacks to your company with registered apprenticeship. For each item, tell me if it is not a problem, a minor problem, or a significant problem.

	Not a problem	Minor problem	Significant problem
	1	2	3
Cost of related instruction			
Cost of experienced workers' time			
Takes too long to produce skilled workers			
Too much effort to manage a program			
Too many apprentices drop out before completion			
Competitors poach apprentices when they become fully skilled			
Too much paperwork			
Other _____			

Section C. The Apprenticeship System

12. If you could change anything about apprenticeship and how it is run, what would you want? Would you want....?(**Check all that apply.**)

☐ More help in finding applicants
☐ More help in screening applicants
☐ Faster registration of apprentices
☐ A simpler process for setting up a new program
☐ More help in finding related instruction.
☐ More information on laws such as the Davis-Bacon Act (**Ask only if a construction company.**)
☐ More help in complying with apprenticeship regulations
☐ Other (*Please probe*) _____

13. Have you ever used the Registered Apprenticeship website found at http://www.doleta.gov/atels_bat/?

Yes _____ No _____

14. Now I'd like to ask you about competency-based standards, which means assessing progress through a demonstration of abilities and knowledge, rather than on the basis of time. Do you have any interest in learning about, or how to use, competency-based apprenticeship training?

Yes _____ No _____

15. Please rate your apprenticeship registration agency on the following factors:

	Excellent	Good	Fair	Poor	No Answer/Not Applicable
	4	3	2	1	0
Timeliness in responding to inquiries or requests					
Quality of technical assistance in the registration process					
Quality of technical assistance on apprenticeship regulations					
Availability of staff to respond to requests or questions					

Section D. Sponsor's Data Collection Activities

16. Now I'd like to find out about the data you keep on your apprenticeship program. Do you keep records of...? **(Check all that apply.)**

- ☐ The number of apprentices
- ☐ How many complete your program
- ☐ How many pass state licensing/certification examination
- ☐ How many stay with your organization once they complete their apprenticeship
- ☐ Costs of related instruction
- ☐ Benefits of apprenticeship

17. Could you provide an estimate of the percentage of those who start an apprenticeship in your company and actually complete the program? _____

Section E. Integration into the Workforce Development System

I'd now like to ask you some questions about the larger workforce system which includes One-Stop centers. These are offices where people can find information about job vacancies and how to find a job and employers can post job vacancies. Sometimes Job Service or Employment Service offices are One-Stops and there are other programs that can be accessed through them, such as Unemployment Insurance.

18. Have you ever used a One-Stop Center to post apprenticeship openings? ☐ Yes ☐ No

19. Has the One-Stop office or Job Service sent any applicants to your apprenticeship program?
☐ Yes ☐ No ☐ Don't know

20. Has the One-Stop or Job Service office contacted you about posting apprenticeship openings?
☐ Yes ☐ No ☐ Don't know

21. Is anyone in your organization a member of the local Workforce Investment Board?
☐ Yes ☐ No ☐ Don't know

22. I am going to read a list of potential sources for obtaining applicants for registered apprenticeship. Tell me which ones you've found effective in getting good applicants for your apprenticeship program: **(Check all that apply.)**

- ☐ Newspaper want-ad
- ☐ Internet listing
- ☐ Referrals from local One-Stop Center/Job Service office
- ☐ Community-based organization
- ☐ High schools

- ☐ Community college or public technical school
- ☐ Private vocational school
- ☐ Preapprenticeship program
- ☐ Current employees
- ☐ Union
- ☐ Other (**Please probe to get specific answer**) _____

Section F. Related instruction and standards

23. Who provides the related instruction for your programs? Is it...? (**Check all that apply.**)
- ☐ Local community college
 - ☐ Company training facility
 - ☐ Joint apprenticeship training program facility
 - ☐ Distance learning provider
 - ☐ Post-secondary vocational or technical school
 - ☐ High school
 - ☐ Proprietary school
 - ☐ Other (**Please probe**) _____
24. On a scale of 1 to 5, where 1 is poor and 5 is excellent, how would you rate the quality of related instruction received most recently by your apprentices?
- Poor _1 _2 _3 _4 _5 Excellent (**If 3 or lower, ask why.**)
25. Who pays for the related instruction? Is it...? (**Check all that apply.**)
- ☐ The employer
 - ☐ The apprentice
 - ☐ Joint labor-management training fund
 - ☐ Public funding (WIA, Pell grants, state aid)
 - ☐ Other: (**Please probe**) _____
26. Can you tell me *when* your apprentices take related instruction -- Is it...? (**Check all that apply.**)
- ☐ During working hours
 - ☐ Evenings
 - ☐ Weekends
 - ☐ Varies
27. Do your apprentices receive pay for the time they spend in related classroom instruction?
- _____ Yes _____ No

Section G. General Comments

28. That concludes the interview. Is there anything else you'd like to say about registered apprenticeship?

Thank you again for your time and the valuable information you have provided.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

LALITH DESILVA, PLANMATICS, INC., AT (301) 987-7423

OR

CHARLOTTE SCHIFFERES, USDOL, AT (202) 693-3655

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1205-XXXX. The time required to complete this information collection is estimated to average 17 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Labor, Washington, DC 20210.